



STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR
THOMAS C. BOUSKA, SERVICE AREA MANAGER

March 31, 2014

Melissa and Larry Williams
526 S. 4th St.
Council Bluffs, IA 51501

Dear Child Care Provider,

This letter is in regards to the March 28, 2014 compliance check of your Level C2, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow. **The providers have one more children than allowed for 24 months and younger. The provider will give parents 2 weeks' notice and assist with locating another daycare.**

☐ **110.5(2) A provider file is maintained and contains:**

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. **Several family members were missing physicals. Please use the new provider physical form.**

☐ **110.5(2)c An individual file is maintained for each staff assistant and contains:**

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396 **Both assistants have completed but the provider does not have a copy in the file.**

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643 **Both assistants have completed but the provider does not have a copy in the file.**

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years. **Both need.**

☐ **110.5(2)d An individual file is maintained for each substitute and contains:**

☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396. **Both subs have completed but the provider does not have a copy in the file.**

☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643 **Both subs have completed but the provider does not have a copy in the file.**

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years. **Both need.**

☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR. **Make sure to get copies of these cards in the file.**

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. **DHS compliance encouraged provider to think about using DHS forms to ensure all necessary information is in each file.** Each file contains:

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

☐ **110.5(10) Substitutes**

☐ 110.5(10)d Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period. **There is no way to check this as the provider has not been keeping track.**

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

☐ **110.10(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME**
CATEGORY "C"

☐ 110.10(1) a Not more than 12 preschool children present at any one time, including infants.

☐ 110.10(1)b Of these 12 children, not more than four children under the age of 24 months are present at any one time. **Provider had 5 children under 24 months of age.**

☐ 110.10(1)c Not more than two additional school-age children present for less than two hours at any one time.

☐ 110.10(1)d Not more than two additional children who are receiving care on a part-time basis.

☐ 110.10(1)e Not more than sixteen children present when the emergency school closing exception is in effect.

☐ 110.10(1)e If more than 8 children are present at any one time due to an emergency school closing exception, the provider shall be assisted by a DHS-approved assistant who is at least 18 years of age.

☐ 110.10(1)f Both providers are present whenever 4 children under the age of 18 months are in care, and whenever more than 8 children are present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: June 10, 2014.

X _____
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,

Michelle Noddings
Social Worker II

mnoddin@dhs.state.ia.us

417 E. Kaneshville Blvd.
Council Bluffs, IA 51503
(712) 328 - 5713

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).